

# UNITED STATES DISTRICT COURT

Southern District Of California

San Diego, California

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www.casd.uscourts.gov

## Official Court Reporter

Vacancy Announcement #14-02

<b>POSITION:</b>	<b>Court Reporter</b>
<b>CLOSING DATE:</b>	<b>January 24, 2014 or Until Filled</b>
<b>SALARY RANGE:</b>	<b>Court Reporters Scale below</b>
<b>LOCATION:</b>	<b>San Diego, CA</b>

**INTRODUCTION:** The Clerk's Office is accepting applications for the position of Official Court Reporter. The Official Court Reporter position will be filled and subsequently assigned to the Honorable Larry Alan Burns. As part of the Operations section, the Court Reporter records verbatim all proceedings as directed, and reports to the Court Reporter/ECR Coordinator.

**REPRESENTATIVE DUTIES:** The Official Court Reporter will be located in the Courthouse Annex. The incumbent is required to be realtime proficient and to utilize Computer Aided Transcription (C.A.T.); realtime certification is preferred. Responsibilities include attending and recording verbatim all proceedings as directed by a judge or court or requested by any party who has agreed to pay the fees established by the Judicial Conference of the United States; reading back all or any portion of the court records; reviewing the court calendar and noting the appearance of attorneys, witnesses and the proper spelling of their names; producing transcripts within strict time limitations; billing, delivering and/or mailing official transcripts prepared; certifying and filing with the Clerk of Court original records and a copy of transcripts prepared; and covering other courts as needed, and all other duties as assigned. The incumbent is responsible for providing and maintaining his or her own computer equipment and telephone.

<b>Salary Range:</b>	<b><u>Pay Rates*</u></b>	<b><u>Per Annum</u></b>
	Level 1	\$ 80,625, plus transcripts
	Level 2	\$ 84,657, plus transcripts
	Level 3	\$ 88,688, plus transcripts
	Level 4	\$ 92,719, plus transcripts

### MINIMUM QUALIFICATIONS:

**LEVEL 1:** To qualify for a position of Official Court Reporter, the candidate must be a high school graduate or equivalent, and must possess a minimum of 4 years prime court reporting experience in the free lance field of service or in other courts or a combination thereof, and have qualified by testing for listing on the registry of professional reporters of the National Court Reporters Association (NCRA) or passed an equivalent qualifying exam.

**For pay levels above Level 1, the candidate must meet the qualifications in Level 1 and the following:**

**LEVEL 2:** Must possess a Registered Merit Reporter Certificate from the NCRA, or have successfully passed an equivalent exam.

**LEVEL 3:** Must have successfully completed the certified realtime reporter exam offered by the NCRA, or an equivalent exam.

**LEVEL 4:** Must (1) possess a Registered Merit Reporter Certificate from the NCRA, or successfully passed an equivalent exam and (2) have successfully completed the certified realtime reporter exam offered by the NCRA, or an equivalent exam.

**PERSONAL CHARACTERISTICS:** The successful candidate should be a mature, responsible, and poised individual, who possesses tact, good judgment, initiative, and dynamic people skills.

**INCENTIVES/BENEFITS:** Benefits include 13-26 days of annual leave, 13 days of sick leave, 10 paid holidays per year, a flexible work schedule, retirement which includes an immediate matching Thrift Savings Plan, pre-tax programs (health, dependent care, and transportation), and insurance plans (health, life, disability, and long-term care), car-pooling options and a transportation subsidy. This position comes with office space.

**APPLICATION PROCESS:** Qualified candidates must submit a cover letter with resume that includes their name, address, telephone number, country of citizenship, education, work and salary history, copies of certifications, and three references that may be contacted. The cover letter and resume should be sent to:

John Morrill, Acting Clerk of Court  
U.S. District Court  
Attn: Human Resources, #14-02  
333 West Broadway, Suite 420  
San Diego, CA 92101

Resumes may be e:mailed to: [casd\\_hr@casd.uscourts.gov](mailto:casd_hr@casd.uscourts.gov) (PDF format preferred)

**Preference will be given to applicants who submit application materials  
before January 24, 2014 at 4:30pm.**

## **DISCLOSURES**

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Clerk of Court may elect to select a candidate from the applicants who responded to the original announcement without posting the position.

Only qualified applicants will be considered for this position. Employees of the U.S. District Court serve under “Excepted Appointments” and are considered “at will” employees. Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to substantially the same benefits as other Federal Government employees.

All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials or the inability to meet the following conditions may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

**Participation in the interview process will be at the applicants own expense and relocation expenses will not be provided.**

The position is subject to the mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e. Direct Deposit).

Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). In most cases, this means that an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship as explained below.

Under 8 U.S.C. §1324b(a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application). Non-citizens who have not been permanent residents for five years will be required to execute an affidavit that they intend to apply for citizenship when they become eligible to do so.

If selected for first time appointment to a position, you may be required to complete an initial performance probationary period. Failure to successfully complete the probationary period may result in termination of employment.

**THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER**